

<p><b>CITY OF BEAVERTON</b></p> <p><b>Water Distribution Equipment Operator</b></p>
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### **General Summary**

Operate heavy equipment and power tools to provide efficient and cost effective installation, maintenance and repair of City water distribution systems. May serve as lead in his or her absence.

### **Key Distinguishing Duties**

Operate heavy equipment requiring a CDL-A. In absence of the lead, provide supervision at the job site.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Operate equipment including vactor, loaders, backhoe, ten-yard dump trucks, street cutting saw, jack hammer and trenching machine and other equipment as assigned. Inspect all equipment, attachments and tools for safety. Ensure job site utilities have been located prior to beginning work.
2. Serve as crew leader at work sites. Provide leadership to crew and resolve site issues in absence of crew lead. Organize site approach. Maintain safe handling of area.
3. Inspect installations and communicate with City engineering, planning, and project lead.
4. Oversee and/or set up traffic control for work crew sites. Perform flagging functions.
5. Perform operation and repair maintenance on a variety of water distribution devices and lines. Maintain and monitor reservoirs including adjusting chlorine residuals. Investigate system problems throughout pressure zones. Monitor and diagnose water distribution systems using telemetry equipment and programs.
6. Remove, repair and replace meters, hydrants, valves pressure reducing valves and other devices.
7. Complete proper paperwork. Track and document materials usage.
8. Assist in notifying citizens of scheduled projects.
9. Respond to emergency situations as needed.

10. Participate in department/division/section operational processes including procedure development and implementation.
11. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
12. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Produce an acceptable quantity and quality of work that is completed within established timelines.
17. Support and respect diversity in the workplace.

### **Other Functions**

1. Respond to citizen inquiries and requests.
2. Develop project resource estimates and scheduling.
3. Perform related duties of a similar scope and nature.
4. Carry after-hours pager.

### **Knowledge Required**

- ◆ Advanced knowledge of safety practices and procedures related to water distribution systems including confined space entry, excavation safety and the proper handling of hazardous chemicals.
- ◆ Advanced knowledge of practices and principles of water distribution systems.
- ◆ Advanced knowledge of underground utilities.
- ◆ Advanced knowledge of water distribution systems installation, repair, and maintenance.
- ◆ Advanced knowledge of component parts on meters and hydrants.
- ◆ Advanced knowledge of installation and maintenance of water meters and fire hydrants.
- ◆ Working knowledge of water sampling techniques.
- ◆ Working knowledge of the laws and regulations governing water distribution systems.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Expert ability to read equipment instructions, maps and engineering blueprints.

- ◆ Expert ability to use tools and small equipment related to water distribution systems.
- ◆ Expert ability to use heavy equipment used in water distribution systems.
- ◆ Advanced ability to operate telemetry equipment and interpret its functions.
- ◆ Advanced ability to locate service lines and mark properly.
- ◆ Ability to maintain accurate records and develop resource estimates and scheduling.
- ◆ Ability to lead/participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

### **Minimum Qualifications Required for Entry**

High school diploma or GED and 4 years experience in water distribution systems, including 1 year experience using heavy equipment in this field, and experience operating telemetry equipment or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Commercial Driver's License - A with air brake and tank endorsement required.
- ◆ Flagger training required within three months of employment.
- ◆ CPR and First Aid certification within six months of employment.
- ◆ Must pass City physical exam and respirator fitness test.
- ◆ Oregon Health Division Water Distribution Operator Certificate I required with higher levels certification desired.
- ◆ Oregon Health Division Backflow Certificate desired.

### **Working Conditions**

Regular focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; occasional requirement to be in confined space environment; frequent lifting, moving and carrying of objects over 50 pounds; occasional lifting up to 90 pounds; frequent crouching,, bending, kneeling, climbing or balancing and occasional crawling; frequent work in all weather conditions and around traffic; occasional exposure to heights and depths; occasionally called to respond to emergency conditions in off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, fumes, vibrations and high noise levels; exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

## Classification History

As of 10/97: Equipment Operator

Revised: 1/98

New class specification title 1/98: Water Distribution Equipment Operator

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date